

To: Hestmark, Martin[Hestmark.Martin@epa.gov]; Engels, Alan[engels.alan@epa.gov]
Cc: Hansen, Judy[Hansen.Judy@epa.gov]
From: Rodriguez, Mandi
Sent: Mon 11/24/2014 3:43:31 PM
Subject: RE: TRAVEL/PAYROLL DISCREPANCY – September 2014

Martin 085MHR00 is Upper Animas Mining District. Let me know if this is incorrect and I will need to correct the travel.

Thanks

Mandi F. Rodriguez
Management & Program Analyst :)

Support Program
Office of Ecosystems Protection & Remediation
Region VIII, Denver CO
303-312-6697
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"We can't solve problems by using the same kind of thinking we used when we created them" Albert Einstein

From: Hestmark, Martin
Sent: Monday, November 24, 2014 8:21 AM
To: Engels, Alan
Cc: Rodriguez, Mandi; Hansen, Judy
Subject: RE: TRAVEL/PAYROLL DISCREPANCY – September 2014

So I charged to Upper Cement Creek Removal Action Sitewide 2014 T 081 303DD2 A830RV00 which I think is the proper PPL account, but I don't know what 085MHR00 is. What site is the 085MHR00?

From: Engels, Alan
Sent: Friday, November 21, 2014 3:06 PM
To: Hestmark, Martin

Cc: Rodriguez, Mandi; Hansen, Judy
Subject: TRAVEL/PAYROLL DISCREPANCY – September 2014
Importance: High

Hello Martin:

The Region VIII Cost Recovery Program is implementing a monthly notification of payroll/travel discrepancies. A discrepancy is identified when travel site project codes do not match payroll site project codes (OR) the site travel is indicated with no corresponding payroll site charges.

The following discrepancy was found:

We have attached travel and payroll information for your convenience.

FOR: 08LT

TRAVEL:

HESTMARK, MARTIN

Begin Travel Date: 9/23/2014 End Travel Date: 9/25/2014

BFY: 2014 Org Code: 08L PRC/PE: 303DC9

Site Project: 085MHR00 Site Amount: \$1,028.01

PeoplePlus:

For Pay Period ending 9/30/2014, there are NO employee charges to Site # 085MHR00. Although there is a timesheet for PP 25, FY 2014, for this employee within PeoplePlus, the current costs are charged to Site Project A830RV00.

The employee needs to determine which Site Project Code is correct, Travel (085MHR00) or Payroll (A830RV00), and take the necessary action for adjustment.

Please make the appropriate corrections no later than December 1, 2014. If the correction is in PPL please notify your manager that a corrected timecard has been submitted and is awaiting their approval. If the correction is on your travel voucher please contact your FCO, Mandi Rodriguez at 312-6697.

Alan V.J.S. Engels, Accountant

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